

MONTGOMERY MUTUAL, INC.**COMMUNICATIONS ADVISORY COMMITTEE****TERMS OF REFERENCE**

WHEREAS: Article V, Section 2 (g) of the By-laws grants the Board of Directors the powers to “establish one or more standing Advisory Committees to consider matters of concern to the Board and to report its or their conclusions and recommendations to the Board. Such committees shall function in an advisory capacity only and shall have no authority to act for the Board in the management of the business and affairs of the corporation,” and

WHEREAS: The Board deems it desirable to define functions, responsibilities, membership, and operational standards for its Committees to assure maximum efficiency in fulfilling their purpose;

BE IT RESOLVED THAT: the Montgomery Mutual Board of Directors establishes a standing Communications Advisory Committee; **and**

BE IT RESOLVED THAT: the following Terms of Reference are adopted for the Communications Advisory Committee: **and**

BE IT RESOLVED THAT: this resolution supersedes any previous resolutions or recommendations adopted by Board of Directors related to the Communications Committee.

RESOLUTION NO. 138

DATE: 1/19/09

I. PURPOSE

The primary responsibility of the Communications Advisory Committee is to advise and assist the Board of Directors and Management in keeping members and residents informed about the affairs, activities, and functioning of the Corporation.

II. FUNCTIONS and RESPONSIBILITIES

In fulfilling its responsibilities, the Committee will perform, at the Board’s request or direction functions which include, but not necessarily limited to:

- A. Preparing the Mutual newsletter on a regular basis in accordance with the established publication guidelines and Board review and approval process.
- B. Making recommendations to the Board regarding any changes in communication techniques and policies.
- C. Performing other functions as directed or approved by the Board.

III. MANNER OF ORGANIZATION and OPERATION**A. Membership**

Members of the Committee will be Montgomery Mutual residents, who are not in default of any obligations to the Corporation.

Upon recommendation of the Chairperson, appointment of Committee members shall be made by the President with the concurrence of the Board of Directors.

Total membership on the Committee shall not exceed nine (9) including the Chairperson and Vice Chairperson. The Committee shall include at least one Director.

Prospective Committee members shall attend at least one Committee meeting prior to their appointment to the Committee.

B. Tenure

Once approved by the Board of Directors; the Committee members, Chairperson, and Vice Chairperson will serve a term of three years, ending on December 31, and may be renewed for additional terms with approval by the Board.

Any unexcused absences of Committee members from three consecutive regular meetings shall constitute grounds for removal from the Committee.

A member may be removed by the Board on its own volition or upon request of the Chairperson.

Resignation from the Committee is to be made in writing to the Chairperson.

C. Chairperson and Vice Chairperson

The President, with concurrence of the Board, shall appoint the Chairman and Vice Chairperson of the Committee.

The person appointed as Chairperson will have served on the Committee for at least one year. The Chairperson and Vice Chairperson shall serve at the discretion of the Board.

The Committee may vote to recommend to the Board President the removal of the Chairperson or Vice Chairperson.

Vacancy of the Chairperson created by removal, resignation, or death shall be filled by the Vice Chairperson until an appointment is made by the President, with concurrence of the Board, for the remainder of the term.

Vacancy of the Vice Chairperson created by ascension, removal, resignation, or death shall be filled by a Committee member appointed by the President, with the concurrence of the Board, for the remainder of the term.

Functions of the Chairperson or, in his/her absence, the Vice Chairperson include, but are not limited to, the following:

1. Schedules and presides at meetings;
2. Maintains a Committee membership roster
3. Prepares an agenda for each meeting;
4. Attends monthly Board meetings;
5. Ensures that Committee members are familiar with the Committee Terms of reference and Newsletter Publication Guidelines.

D. Meetings

1. Meetings of the Committee will be held as often as necessary to determine newsletter content and to carry out assignments and responsibilities for publication of the newsletter.
2. Special meetings may be called by the Chairperson or upon request of 20 percent (20%) of the members.
3. A majority of the members constitutes a quorum.
4. The agenda as prepared by the chairperson shall guide the manner of the meeting.

E. Reporting and Channels of Communication

The Chairperson will attend regular monthly Board Meetings to give a brief oral report which will include, but not be limited to:

1. Tentative newsletter content
2. Progress on specific articles or assignments
3. Respond to and dialogue with Board Directors
4. Receive suggestions for newsletter content or articles from the Directors.